



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT
FEDERAL GRANTS MANAGEMENT
SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER APPLICATION

CONTACT INFORMATION

CONTACT PERSON: Kaye Bertels	PHONE NUMBER: (573) 751-1263
E-MAIL: Kaye.Bertels@dese.mo.gov	

DIRECTIONS

APPLICATION DEADLINE:

Applications must be submitted by June 30. The list of approved Supplemental Educational Services (SES) Providers will be updated following the July scoring.

MAILING INSTRUCTIONS:

Electronic submission of this application is not available. Four copies of the application must be mailed or delivered to:

Missouri Department of Elementary and Secondary Education
Federal Grants Management
Kaye Bertels, SES Contact
205 Jefferson Street, PO Box 480
Jefferson City, MO 65102

APPROVAL PERIOD:

Date of award to end of fiscal year; renewable annually.

The application hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, in accordance with all requirements and specifications contained herein. The applicant further agrees that the language herein shall govern in the event of a conflict with the proposal. The names of approved applicants will be placed on the list of approved Supplemental Educational Services Providers maintained by the Missouri Department of Elementary and Secondary Education (DESE) at <http://dese.mo.gov/divimprove/fedprog>

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
COMPANY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
PHONE NO.	FAX NO.	E-MAIL ADDRESS

NOTICE OF AWARD (STATE USE ONLY)

APPROVED BY STATE OF MISSOURI	
TITLE:	DATE:

1 INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction :

- 1.1.1 This application constitutes a proposal to become an approved Supplemental Educational Services Provider.
- 1.1.2 Organization – this document is divided into the following parts :
- Introduction and General Information
 - Agreement Criteria
 - Application Submission Information
 - Application: Cover page (first page of this document)
 - Part A – Required Narrative
 - Part B – Provider Service Summary
 - Part C – Assurances
 - Rubric for Evaluation of Application

1.2 Background Information:

- 1.2.1 As part of the federal No Child Left Behind Act (NCLB) of 2001, any school that is in its second year of School Improvement or on Corrective Action shall arrange for the provision of supplemental educational services to eligible children in the school from a provider with a demonstrated record of effectiveness, or a high probability of success, that is selected by the parents in cooperation with the school district of residence and approved for that purpose by the State educational agency [Section 1116(e)(1)].
- 1.2.2 This application is issued to select the providers of supplemental educational services that will be included on the approved Supplemental Educational Services (SES) Provider list. This is not a competitive grant in that as many providers can be included on the list as meet the specified criteria. The list will be maintained by the Missouri Department of Elementary and Secondary Education (DESE) and will indicate which school districts will be served by each provider.
- 1.2.3 The NCLB Act requires that the state promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. Potential providers may apply by June 30 of each year. If approved, their names will be added to the state's approved provider list. Providers can also be removed from the list subject to the conditions specified below.
- 1.2.4 It is expected that instruction will be primarily in the areas of reading and math in order to help students achieve the Show-Me Standards (<http://www.dese.mo.gov/standards/index.html>), as demonstrated by improved Missouri Assessment Program (MAP) scores. Adequate Yearly Progress (AYP) is calculated for both reading and math in all public schools.
- 1.2.5 Although an attempt has been made to provide accurate and up-to-date information, DESE does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this process.

1.3 Eligible Service Providers:

- 1.3.1 The term Provider is defined as a non-profit entity, a for-profit entity, or a school district as defined in section 1116(e)(5).

1.4 Eligibility Requirements:

- 1.4.1 To be included on the approved list of SES Providers, applicants must meet the following criteria:
- Have a demonstrated record of effectiveness or have a high probability of increasing student academic achievement.
 - Provide supplemental educational services that are consistent with state academic standards.
 - Provide instruction that is of high quality, research-based, and specifically designed to increase academic achievement of eligible children on state assessments and attain proficiency in meeting the State's academic achievement standards. Reading instruction must be scientifically based and proven to be effective and include the National Reading Panel Report criteria (www.nifl.gov).
 - Provide letters of reference to parents and schools.
 - Be financially sound (see assurances).
 - Provide instruction in addition to what is provided during the school day.
 - Provide instruction that is secular, neutral, and nonideological.
 - Meet all applicable Federal, State, and local health, safety, and civil rights laws.

2 AGREEMENT CRITERIA

2.1 Responsibilities of the Approved Provider:

- 2.1.1 Approved providers are required to do the following:
- Ensure that the instruction provided is aligned with the Show-Me Standards and, in the case of a student with disabilities, is consistent with a student's Individualized Education Program (IEP) under section 614(d) of the Individuals with Disabilities Education Act.
 - Provide the appropriate school and the parents of children receiving supplemental educational services with information on the progress of the children in increasing their achievement in a format and, to the extent practicable, in a language that such parents can understand.
 - Ensure all employees who will interact with students will be fingerprinted and background checked pursuant to Missouri Teacher Licensure procedures (5 CSR 80-800.200 Application for Certificate of License to Teach).
 - Enter into an agreement with the local school district that includes:
 - A statement of specific achievement goals for each student based upon the child's specific educational needs;
 - A description of how the student's progress will be measured;
 - A timetable for improving achievement; in the case of a student with disabilities, it is consistent with the student's IEP;
 - The amount of instructional time to be provided;
 - The location where services will be provided;
 - The means of transporting children to the place of instruction if the services will be provided in a location other than student's school;
 - A description of how the student's parents, teacher(s) and school district will be regularly informed of the student's progress;
 - Provisions for the termination of such agreement;
 - Provisions with respect to the making of payments to the provider by the school district;
 - An assurance from the provider that the identity of any student eligible for, or receiving, supplemental educational services will not be disclosed without the written permission of the parents of the student;
 - A description of the scientifically based program to be utilized with specific references;
 - The qualifications of staff responsible for the delivery of the instructional program;
 - An assurance that all instruction and content are secular, neutral, and nonideological (nothing contained in this agreement shall permit the making of any payment for religious worship).

2.2 Duration and Monitoring:

- 2.2.1 DESE, in cooperation with the applicable school districts, is required to monitor the quality and effectiveness of the services offered by approved providers and to withdraw approval from providers that fail to contribute to increasing the academic proficiency of students to whom they provide services or that fail to meet any of the other eligibility requirements or assurances. DESE monitoring will be conducted through contact with local school districts to ascertain an evaluation and demonstration of the effectiveness of providers. A violation of any of the above referenced Provider responsibilities constitutes grounds for immediate removal from the state approved list.
- 2.2.2 A district must continue to offer supplemental services until the school(s) in question is no longer in school improvement according to requirements of NCLB.

2.3 Reporting Requirements:

- 2.3.1 In May of each year, the provider is expected to submit to the appropriate school(s) a final written report that summarizes the progress of all students provided with supplemental services. The school will submit this report to DESE for review. This information will be used to help determine if a provider will remain on the state approved list.

2.4 Other Contractual Requirements:

- 2.4.1 **Contract Period:** The contract shall not bind, nor purport to bind, the department for any contractual commitment in excess of the original contract period. DESE shall have the right, at its sole option, to renew the approval for three additional one-year periods, or any portion thereof if the provider has met all requirements in this proposal. In the event DESE exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.
- 2.4.2 **Termination:** DESE reserves the right to terminate the designation at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the designee at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:
The designee shall defend, indemnify and hold harmless DESE, including its officers, agents, employees and assigns, in all suits of law or in equity alleging patent, trademark or copyright infringement, defamation (libel and/or slander), violation of privacy rights, violation of the right of publicity, misappropriation of trade secrets or unfair competition concerning or arising from the contractor's performance or products produced under the terms of the contract.
- 2.4.3 **Contractor Liability:** The contractor/provider shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save DESE, employees, and assignees from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold DESE, including its employees and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

- 2.4.4 Insurance: The contractor shall understand and agree that DESE cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DESE, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
- 2.4.5 Contractor Status: The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the Department. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the department, its officers, agents, and employees, harmless from and against any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 2.4.6 Coordination: The contractor shall fully coordinate all contract activities with those activities of the school districts they are approved to serve. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Local Educational Agency (LEA) throughout the effective period of the contract.
- 2.4.7 Substitution of Personnel: The provider agrees and understands that the contractual agreement is predicated in part on the utilization of the individual(s) that have met all the eligibility requirements. Therefore, the approved provider agrees that no substitution of such specific individual(s) and/or personnel qualifications shall be made unless the substitute meets all eligibility requirements.

3 APPLICATION SUBMISSION INFORMATION

3.1 Submission of Proposals:

- 3.1.1 Submission deadline is June 30.
- 3.1.2 ELECTRONIC SUBMISSION OF PROPOSALS THROUGH THE ON-LINE WEB SITE IS NOT AVAILABLE FOR THIS APPLICATION.
- 3.1.3 This is not an interactive form, but on the cover/signature page and on Parts A, B, and C, you may enter your information and print off your copies in preparation for submission. You will NOT be able to save and submit on-line.
- 3.1.4 The provider must complete the documents contained in Parts A, B, and C using the following guidelines:
- Use no smaller than 12 pt. type
 - Use a document footer with entity name and page numbers
 - Limit the number of pages in the narrative to 10 pages
 - Allowable attachments are limited to letters of reference and printed brochures describing the services provided. Proposal reviewers will not be required to read additional attachments. Attachments such as CDs, videotapes, or other multimedia productions cannot be accommodated.
- 3.1.5 When submitting a proposal, send four (4) copies with original signatures.

- 3.1.6 To facilitate the evaluation process, the provider is encouraged to organize the proposal into distinctive sections that correspond with the individual evaluation categories described herein.
- 3.1.6.1 Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
- 3.1.6.2 The Proposal should be page numbered.
- 3.1.6.3 The signed cover page (page one of this document) should be placed at the beginning of the proposal.
- 3.7 The provider is cautioned that it is the provider's sole responsibility to submit information related to the evaluation categories and that DESE is under no obligation to solicit such information if it is not included with the proposal. The provider's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 3.1.8 **Contacts:** Providers and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) should direct all of their questions or comments regarding the application, the evaluation, etc. to the DESE contact person indicated on the first page.
- 3.2 Evaluation and Award Process:**
- 3.2.1 After an initial screening process, or after the evaluation, the Department may require a clarification call.
- 3.2.2 After determining that a proposal satisfies the mandatory requirements stated herein, the evaluators shall use the SES Application Rubric to evaluate each proposal. Part B of each approved application will be provided to districts. Part C must be signed; please submit original signatures.

SES APPLICATION

Part A

REQUIRED NARRATIVE

Address the following criteria in a narrative of no more than 10 pages. Please divide your narrative into sections corresponding to these numbered items:

I. Program

1. Describe the program that will be offered. Include details that must be part of formal agreement with districts as listed on page 3 under "AGREEMENT CRITERIA" 2.1.1.
2. Describe how the content is aligned with Missouri's Show-Me Standards, available at <http://www.dese.mo.gov/standards/index.html> Explain which specific standards you are prepared to address.

II. Staff

3. Indicate who will be teaching in the program, their qualifications, and the ongoing support they will receive.

III. Research and Effectiveness

4. Describe the scientifically based research that demonstrates this is an effective method to increase student achievement.
5. Provide evidence of the program's effectiveness. If available, include data that supports student academic progress.

IV. Evaluation and Monitoring

6. Describe how the program will be monitored for effectiveness.
7. Describe how the progress of students receiving supplemental educational services will be measured and which assessments will be used.
8. Describe how the school and parents will be notified of the student's progress (in their native language, if necessary).

V. Pricing

9. Indicate the pricing structure for providing supplemental services. Explain specifically what services the fees will cover.

SES APPLICATION**Part B****PROVIDER SERVICE SUMMARY**

(This information will be available to parents and local school districts)

PROVIDER INFORMATION

NAME OF PROVIDER:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

PRIMARY CONTACT INFORMATION

NAME:

PHONE NUMBER:

E-MAIL ADDRESS

SERVICES**Provider status:**

- ☐ For-profit organization
☐ Non-profit organization
☐ Faith-based organization

- ☐ School district
☐ Individual
☐ Other:

Areas to be served by provider:

- ☐ All school districts in Missouri
☐ Specific districts or counties. Please list:

Number of sessions per week:**Cost per session:****Proposed location of service delivery:**

- ☐ Student's school site
☐ Provider site
☐ Other:

If service delivery is not at the student's school, is transportation provided? If so, is there a separate fee?
(Note: Districts are not required to provide or pay for transportation).

Certification of instructors:

- ☐ Baccalaureate degree in education
☐ Baccalaureate degree in related field of instruction. Please list related field(s):
☐ Reading Specialist
☐ Other: _____

Additional education and/or experience:

- ☐ Masters level degrees or above in either reading or mathematics
☐ Missouri teacher certificated/licensed teachers
☐ Experience teaching students with specific disabilities
☐ Experience teaching LEP students
☐ Ability to speak languages other than English. Please list:
☐ Other: _____

Tutoring subjects available:

☐ Reading ☐ Writing ☐ Math

Grade Levels Served:

☐ K-2 ☐ 3-5 ☐ 6-8 ☐ 9-12

Title of tutoring curriculum utilized:**Time of Service:**

☐ Before School
☐ After School
☐ Weekends
☐ Summer
☐ Other:

Mode of Instructional Delivery:

☐ Individual Tutoring
☐ Small Group Instruction
☐ On-Line/Web-based
☐ Other:

Specifics of reporting to parents & school (check all that apply):**Method:**

☐ letters
☐ phone calls
☐ conference with parents
☐ conference with parents & school
☐ other:

Frequency:

☐ weekly
☐ bi-monthly
☐ monthly
☐ other:

SES APPLICATION

Part C

ASSURANCES AND SIGNATURE FORM

In submitting this application to be included in the Missouri Department of Elementary and Secondary Education's approved Supplemental Educational Services Provider List, I certify that:

1. All applicable federal, state, and local health, safety, and civil rights laws will be met.
2. All teachers in the program have undergone background checks with the Missouri State Highway Patrol, have been fingerprinted, and are approved to work with children.
3. All instruction and content are secular, neutral, and non-ideological.
4. All instructors will have the certification and/or experience indicated in Part B.
5. All qualified students whose parents request services from the provider will be served equally, without restriction.
6. The identity of any student eligible for or receiving supplemental educational services will not be disclosed without the permission of the parent.
7. No additional admission criteria will be applied to eligible students.
8. The provider is financially stable and will be able to complete services to the student and the school.
9. Removal from the provider list will be accepted if any false or exaggerated information is found, or if services are found to be ineffective or not in the best interest of the individual student.
10. The provider agrees to be an independent enterprise and separate from the state and from the Missouri Department of Elementary and Secondary Education.

NAME OF PROVIDER/ENTITY

SIGNATURE OF AUTHORIZED PROVIDER REPRESENTATIVE

DATE

Supplemental Educational Services Application Rubric for Narrative

Proposal # _____ Reviewer: _____

OVERALL SCORING: _____/45
[Must score at least 30]

Element I	Program	10 Points
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Describe the program that will be offered. Be sure to include the following specifics:

- Location of service delivery
- Length of each tutoring session (e.g., everyday, bi-weekly, summer)
- Grade levels served
- Special groups served, if applicable
- Transportation arrangements, if applicable

Indicate how the content of the program will be aligned with the Missouri Show-Me Standards. Explain specifically the standards you are prepared to address.

Level I 0-1 points	Level II 2-6 points	Level III 7-10 points
<p>Fails to provide an adequate description of the program.</p> <p>Fails to demonstrate how the provider's services are consistent with state academic standards.</p>	<p>Addresses some of the areas listed above in the program description.</p> <p>Description indicates some knowledge of effective instructional practices in reading and/or math.</p> <p>Includes some information regarding the alignment of the supplemental services offered and state academic standards.</p>	<p>Details clearly the instructional program offered by the provider. Addresses each of the areas listed above.</p> <p>Description indicates a thorough knowledge of effective instructional practices in reading and/or math.</p> <p>Reflects a knowledge of applicable state standards and includes strong evidence that the program offered is consistent with state academic standards.</p>

Total points for element _____/10

Comments:

Rubric continued

Element II.	Staff	10 Points
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Indicate who will be teaching in the program, their qualifications, and the ongoing support they will receive.

Level I 0-1 Points	Level II 2-5 Points	Level III 6-10 Points
Does not address the qualifications of teachers or the ongoing support that will be given. Teachers do not have the required Baccalaureate degree.	Provides some description of the qualifications of teachers and the ongoing support that will be given.	Staff identified and fully qualified. Comprehensive plan in place for professional development and technical assistance.
		Total points for element _____/10

Comments:

Element III.	Scientifically Based Research and Program Effectiveness	10 points
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- ❖ Describe the scientifically based research that demonstrates this is an effective method to increase student achievement.
- ❖ Provide evidence of the program's effectiveness. If available, include data that supports student academic progress.

Level I 0-1 points	Level II 2-5 points	Level III 6-10 points
Fails to discuss the scientifically based research that supports the effectiveness of the program. Fails to include evidence that the program has a record of effectiveness.	Shows some evidence of the scientifically based research that supports the effectiveness of the program. Shows some evidence that the program has a record of effectiveness.	Cites scientifically based research that fully supports effectiveness of this method. Provides strong evidence that the program has a record of effectiveness.
		Total points for element _____/10

Comments:

Rubric continued

Element IV.	Evaluation/Monitoring	10 points
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Describe how the program will be monitored for effectiveness.

Describe how the progress of students receiving supplemental educational services will be measured and which assessments will be used.

Describe how the school and parents will be notified of the student's progress (in their native language, if necessary).

Level I 0-2 points	Level II 3-6 points	Level III 7-10 points
<p>Fails to discuss how the program will be evaluated.</p> <p>Does not address monitoring progress of each students receiving tutorial assistance.</p> <p>Does not adequately explain how parents and schools will be informed of student's progress.</p>	<p>Provides some description of how the program will be evaluated.</p> <p>Shows limited method for monitoring progress of each student receiving tutorial assistance.</p> <p>Provides some explanation of how parents and schools will be informed of a student's progress.</p>	<p>Clearly explains how the program will be consistently monitored for effectiveness.</p> <p>Details how student progress will be monitored through assessments.</p> <p>Describes plan to thoroughly inform parents and schools of the student's progress.</p>

Total points for element _____/10

Comments:

Element V.	Pricing for Supplemental Educational Services	5 points
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Indicate the pricing structure for providing supplemental services.

Level I 0-1 points	Level II 2-3 points	Level III 4-5 points
<p>The explanation of pricing fails to give the reader an understanding of the cost of services.</p>	<p>The explanation of pricing provides some understanding of the cost of services.</p>	<p>The explanation of pricing clearly explains the cost for services.</p>

Total points for element _____/5

Comments: